Various subjective codes have been added or amended on the subjective code list. A revised list is available via the AVCO Anycomms System. This needs to be loaded into your LM Account, to ensure that the correct codes are available, by following the instructions below.

To collect the files:



(*Note*: if AVCO is on a different machine copy & paste Upgrade_Subjectives.exe on to a floppy disk, open the disk on the machine that has the LM Account on. Double click on Upgrade_Subjectives.exe & continue with the instructions.

Page 1 of 1

Welcome	
Welcome to the MyProduct Install program.	
This program allows you to install MyProduct on your hard drive.	
It is strongly recommended that before proceeding, you ensure that no other Windows programs are running.	Click Next
If you do not wish to install MyProduct, click 'Exit' now, otherwise click 'Next' to continue.	
< <u>B</u> ack. <u>Next</u> Exit	
Directory	l
MyProduct's files will be installed in the following directory: c:\ Disk space needed : 1 Mb Available disk space : 2048 Mb	
	Click Next
Click 'Next' to continue.	
< <u>B</u> ack <u>N</u> ext >★ E <u>x</u> it	
Confirmation X	
This program will install MyProduct into c:\.	
	Click Start
Click 'Start' to install MyProduct.	
< <u>Back</u> <u>Start</u> E <u>x</u> it	





From the desktop, double click on **Subjective code update:**



Page 3 of 3

E<u>x</u>it

Microsoft Excel	
C:\Subjectives.xls contains macros.	
	Click Enable Macros
Macros may contain viruses. It is always safe to disable macros, but if the macros are legitimate, you might lose some functionality.	
Disable Macros	
Microsoft Excel	
You will be prompted to open the LM Account.xls Click OK	

ÖΚ





Page 4 of 4

Open	? ×	
Look in:	📄 LM Account 🔄 🖕 🔁 🔯 🗙 📑 📰 🗸 Tools 🗸	
History History My Documents Desktop	Archive Catalogues Orders BCR.xls Confirmation.xls LM Account.xls Macro.xls Reports.xls	Double click on LM Account.xls (Note: you may not be able to see the .xls)
Favorites Web Folders	File name: Image: Cancel Files of type: All Microsoft Excel Files (*.xl*; *.xls; *.xlt; *.htm; *.html; Image: Cancel	

The subjective list will now be loaded. When your screen returns to the desktop the subjective code update has been completed.

Subjective code update can be deleted from the Desktop and Upgrade_Subjectives.exe can be deleted from the Inbox.

If you wish to print a revised coding list please go to the Education Financial website at: <u>http://efs.norfolk.gov.uk/index.htm</u>, select **Budget Area** 2004/2005 then Subjective Code List